

## **PUBLIC NOTICE OF FUNDING AVAILABILITY (NOFA)**

### **REQUEST FOR APPLICATIONS (RFA) - CFSA-08-RFA-0001**

Government of the District of Columbia  
Child and Family Services Agency

#### **BIRTH PARENT ADVOCATE PROJECT**

Pursuant to the “*Child and Family Services Grant-making Emergency Amendment Act of 2007*,” the Child and Family Services Agency (“CFSA”) invites qualified applicants to submit applications for funding to develop and implement a Birth Parent Advocate Project in the District of Columbia.

The Birth Parent Advocate Project (BPAP) is a new approach to engaging District of Columbia birth parents and families whose children are in out-of-home foster care placements with a goal of reunification. Family-centered services are designed to reduce repeat placement through a planned process of reunifying children in out-of-home care with their families using evidence-based approaches or promising practices. The Birth Parent Advocate Project supports strong collaborative relationships between birth families, foster parents, and social workers by facilitating early engagement shortly after the child is placed in out-of-home care. In collaboration with CFSA and the network of partners under the District of Columbia Fatherhood Initiative, the Birth Parent Advocate Project also provides targeted support to non-custodial fathers whose children are in out-of-home care.

Birth Parent Advocate Project services are time-limited and provided at no cost to birth families for approximately twelve (12) months. Services are home- and community-based, and will continue for an additional period of up to one (1) month post-reunification as part of the family’s transition to aftercare services.

Up to one (1) Birth Parent Advocate Project grant will be awarded. The successful applicant will be funded for up to two (2) years for a total of 24 months. Anticipated total funding for the project is \$157,500. Selection and notification of grant award is scheduled for **March 2008**.

**Announcement Date:** **Tuesday, February 5, 2008**

**Request for Applications Release Date:** **Tuesday, February 5, 2008**

**Application Submission Deadline:** **Friday, March 7, 2008**

**LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL**

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### Checklist for Applications Birth Parent Advocate Project Grant

- The applicant organization/entity has responded to all sections of the Request for Applications (RFA).
- The Applicant Profile, found in Attachment A, contains all the information requested and is affixed to the front of the application.
- The Program Budget is complete and complies with the Budget Form in Attachment D of the RFA. The budget narrative is complete and describes the category of items proposed.
- The application is printed on **8 ½ by 11-inch paper, double-spaced, on one side (no single spacing). Applications that do not conform to this requirement will not be forwarded to the review panel.**
- The Application Summary section is complete and is within the page limit for this section of the RFA submission.
- The Organizational Experience and Qualifications of applicant is complete and is within the 2-page limit for this section of the RFA submission.
- The Project Narrative section is complete and is within the 10-page limit for this section of the RFA submission.
- **The applicant is submitting the required six (6) copies of its application, including the original and five (5) copies. Applications will not be forwarded to the review panel if the applicant fails to submit the required five (5) copies with one "original".**
- The application conforms to the "Application Format" of the RFA. **The review panel will not review applications that do not conform to the application format.**
- The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
- The application is submitted to Child and Family Services Agency no later than 5:00 p.m., on the deadline date of **Friday, March 7, 2008**.
- The application is submitted with **two original receipts**, found in Attachment B, attached to the outside of the envelope or package for CFSA approval upon receipt.

**District of Columbia  
Child and Family Services Agency (CFSA)**

**Request for Applications (RFA) - Birth Parent Advocate Project  
CFSA-08-RFA-0001**

**SECTION I: GENERAL INFORMATION**

The Child and Family Services Agency (CFSA) has funds available to implement a Birth Parent Advocate Project (BPAP). CFSA will award one (1) grant. In collaboration with CFSA, this initiative shall support birth families in successfully navigating through the child welfare and court systems. Services provided under the grant are designed for District of Columbia birth parents and families whose children are in out-of-home foster care placements with a permanency goal of reunification. The Birth Parent Advocate Project supports strong collaborative relationships between birth parents and foster parents by facilitating early engagement shortly after the child is placed in out-of-home care. Applicants must demonstrate the capacity to serve a minimum of 15 families during Year I of the grant, and a minimum of 25 families during Year II. Organizations must be ready to accept referrals and begin providing services within sixty (60) days of notification of grant award.

CFSA will fund evidence-based models or promising practices that allow birth parents immediate access to concrete resources that can strengthen the family, facilitate a collaborative partnership with foster parents, and expedite permanency for children. The Birth Parent Advocate Project provides an array of non-traditional services designed to meet the individual needs of birth parents from the onset of their involvement with CFSA. Services range from collaborating with foster parents to supporting birth parents through court involvement and proceedings, partnering with social workers as part of the service delivery team, and engaging with other birth parents to develop long-term support networks. Linkages to continued support, including transition to community-based resources, will enable the family to maintain a stable home environment after the child returns from out-of-home foster care and involvement with the Birth Parent Advocate Project ends. Under the Birth Parent Advocate Project, birth parents will be individually partnered with a Parent Advocate to receive services. Parent Advocates are volunteers who have completed specialized training and who receive stipends for their services through the Birth Parent Advocate Project. Specifically, the Parent Advocates are birth parents who have successfully reunified with their children and have their case closed by CFSA at least two (2) years from the date of participation in BPAP activities. Parent Advocates assist birth parents to be proactive and responsible for their children, and to understand the impact of continuity of care for their child through collaboration with both foster parents and social workers.

A unique feature of the Birth Parent Advocate Project includes targeted support to non-custodial fathers whose children are in out-of-home care. In collaboration with CFSA and the network of partners under the District of Columbia Fatherhood Initiative, as well as other community-based

resources, the Birth Parent Advocate Project will support early engagement, where appropriate, of non-custodial fathers whose children have been placed in out-of-home foster care.

## **Background and Need**

CFSA is charged with promoting the safety, permanence and well-being of the District of Columbia's abused or neglected children and their families. We meet our mission by employing high quality social workers that provide assessment, case management and other support services, as well as contracting with a network of private providers and community-based services to provide placement, case management and other supports. Over the last several years, CFSA has substantially improved its performance in all areas. We have increased our focus on permanence for children. We have institutionalized national best practices in areas of Family Team Meetings and Structured Decision Making, and became the first state with a nationally certified State Automated Child Welfare Information Systems (SACWIS) to make the system fully accessible via the internet. Yet, there is still much more to be done for the District's most vulnerable children and their families.

The District has one of the highest percentages of children living in poverty (26%<sup>1</sup>) and serves far more children in foster care per 10,000 residents than any other jurisdiction. The District's foster care population is older than in most jurisdictions, is largely African American (at over 90%, an over representation compared with the District's overall population), and is about equally distributed between male and female. The majority of children originate from Wards 7 and 8 – the areas of lowest income in the District. CFSA involved children are at higher risk for poor educational outcomes, health issues, early parenthood, long-term dependence on public assistance, increased rates of incarceration, homelessness and unemployment (CWLA, 2005).

According to US Census bureau data, approximately 2% of all children and youth in the District of Columbia are in the foster care system. As of December 31, 2007, CFSA is serving 2193 children in foster care, including 486 (22.2%) who have a permanency goal of reunification. Our approach to service delivery is to strengthen those services and operations that are already in place, to identify additional service and resource requirements, and to develop and implement strategies to better meet the needs of the children and families who enter into, or who are at risk of entering or re-entering the District's child welfare system. As CFSA seeks to decrease the length of stay for children and youth in foster care, it is essential to ensure that the supports and resources that assist families in maintaining stable placements are available to prevent the re-entry of children into care. As of December 31, 2007, the majority (45.8%) of children in foster care have been in care for 1-2 years. In Fiscal Year (FY) 2007, over 150 (n=158) children re-entered foster care, including 22% (35 children) who had been previously reunified with their birth families.

As part of the Agency's strategies to reduce the length of stay for children in foster care and to increase permanence, CFSA is identifying approaches to strengthen the collaborative

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<sup>1</sup> Child Welfare League of America's National Data Analysis System, U.S. Census, Kaiser Family Foundation website, 8/04, GAO Report to Sen. Dianne Feinstein (July 2003), Section 11 of the Green Book.

relationship between birth families and foster parents, and to expedite birth family reunification through the provision of family-centered supports. Birth parents and the child welfare system do not always view one another as collaborative partners when working through the issues and underlying factors associated with child abuse and neglect. With the implementation of Family Team Meetings (FTMs)<sup>2</sup> and the reorganization of in-home and out-of-home case carrying social workers, CFSA has begun to work with birth parents more effectively. As part of the Agency's efforts, CFSA is also identifying resources and gaps in services targeting non-custodial fathers to remove barriers so that fathers and paternal kin become engaged, and remain engaged, in the lives of their children in the child welfare system.

Many families who come to the attention of CFSA need assistance with parenting and related social supports. In CFSA's *2005 Needs Assessment*, birth families highlighted the need for consistent interaction and improved communication between social workers and birth parents, especially when children are removed from the home. The Birth Parent Advocate Project will engage birth parents and families as part of the array of services designed to meet the needs of families whose children are placed in out-of-home care with a goal of reunification. The BPAP will partner birth parents new to the child welfare system with a Parent Advocate who has successfully reunified with their child(ren). Parent Advocates are volunteers who receive stipends and have been specially trained to support birth parents and families as they navigate through the child welfare and court systems to reunify with their child(ren). As role models, Parent Advocates support the initial engagement of birth and foster parents after a child has been placed in out-of-home care. As part of the service team, Parent Advocates work closely with social workers to support partnering and improved communication with birth parents. Parent Advocates receive ongoing clinical supervision and support while providing services under the BPAP. Referrals to the BPAP shall be initiated by FTM staff as part of the FTM coordination. At the point of referral to the BPAP, a birth parent shall be partnered with a Parent Advocate and matched according to the specific needs or circumstances of the birth parent. Where appropriate, the Parent Advocate will participate in the initial FTM as part of the planning and decision-making support for the birth family when a child enters foster care. The BPAP will also provide targeted support to identify and engage non-custodial parents, often the father, immediately after a child is placed in out-of-home care.

Individual assessments of need will determine the most appropriate services under the BPAP. Services shall include but are not limited to: facilitated partnerships between birth parents and foster families, as well as between birth parents and social workers; Parent Advocates for birth parents to facilitate navigation of the child welfare and court systems; training and education for birth parents/families with current involvement in the District's child welfare system; support groups for birth parents and families. Services shall be provided in the birth parent's home and/or off-site in an environment that is conducive to the provision of supportive services. Services shall be provided at no cost to birth parents and caregivers, involved family members and any other pertinent persons who are directly involved in the child's ongoing care and

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<sup>2</sup> Family Team Meetings, or FTMs, is a strengths-based family conferencing method used to bring families, community members, and child welfare professionals together in a shared context to discuss the needs of the child and the capacity of the family to meet those needs. FTMs facilitate practice improvement by increasing stakeholder participation in planning and decision-making.

development. The projected duration of BPAP services for birth families is approximately twelve (12) months.

### **Target Population**

The target population for these funds is birth parents whose children have been placed in out-of-home care with a goal of reunification. All children and families to be served in this program are residents of the District of Columbia. CFSA is targeting a minimum of 15 families to be served during the first year of the grant period, and a minimum of 25 families in the second year.

### **Inclusion Criteria**

1. Child is placed in traditional foster care.
2. Child has a permanency goal of reunification.
3. Family voluntarily accepts services and is willing to participate in the program.

The target population may need support services in the following categories:

- a) Mental health services
- b) Alcohol and substance abuse treatment services
- c) Behavioral and social skills development
- d) Educational/vocational support services
- e) Individual, group and family counseling
- f) Therapeutic recreation
- g) Housing assistance

If the BPAP identifies the need for any of the above or other services, the Parent Advocate shall advocate on behalf of the birth parent to secure services. As an active member of the service team, the Parent Advocate shall support the birth parent in working closely with the social worker and other professionals involved with the family to ensure access to needed services.

### **Eligible Organizations/Entities**

Applications will be accepted only from non-profit, community-based organizations which have demonstrated abilities to meet the needs identified in this RFA, and who are able to commit to implementing the program measures over the grant period. Organizations may partner together to offer separate but coordinated components of the program. Successful applicants shall demonstrate experience with the target population, including advocacy on behalf of families involved with the District's child welfare system, as well as an understanding of both the child welfare and the court systems. Successful applicants shall also provide services in accordance with all existing federal and District of Columbia laws, rules, and regulations, and consistent with policies, procedures and standards promulgated by the Child and Family Services Agency.

Applicants who hold current Grant Agreements or Contract Agreements with CFSA, or whose members hold current Grant Agreements or Contract Agreements with CFSA, are eligible to apply provided the BPAP does not conflict with a current Grant or Contract Agreement. Such applicants must identify potential areas of conflict of interest in the delivery of services to



children and families involved with CFSA, and demonstrate how services under the BPAP shall not conflict with or compromise other existing grant or contractual obligations.

## **Funding**

Funds currently made available are appropriated by the Council of the District of Columbia through CFSA and the Federal FY 2007 Appropriation.

## **Award Period**

The grant period is for up to 24 months from the date the grant agreement is executed, subject to appropriation of funds. Successful applicant(s) must be prepared to sign the Grant Agreement within two weeks of the award. Should further appropriations be made available or funds from other sources be made available, renewable options may be made available to the successful applicant, or a new grant announcement may be issued.

## **Grant Awards and Amounts**

CFSA intends to award (1) one grant for the Birth Parent Advocate Project. CFSA reserves the right to assign the amount of the award. The total amount available for the grant shall not exceed \$157,500.

## **Explanations to Prospective Applicants**

Inquires regarding this RFA should be sent via email to [cfsa.cpa@dc.gov](mailto:cfsa.cpa@dc.gov), CFSA Contracts and Procurement Administration. Please reference CFSA-08-RFA-0001 and/or Birth Parent Advocate Project in subject line. Inquiries must be submitted on or before **Tuesday, February 19, 2008 at 5:00 p.m. Questions submitted after the deadline date will not receive responses.** Responses to all inquiries will be posted on the CFSA website on or before **Tuesday, February 26, 2008**. Prospective applicants are responsible for checking the CFSA website for any additional changes or updates to the RFA and/or the application process.

## **SECTION II: SUBMISSION OF APPLICATIONS**

### **Application Identification**

A total of six (6) copies, including the original and five (5) copies, of the application are to be submitted in a sealed envelope or package. Attachment B, found in this package, should be affixed to the outside of the envelope or package. **Of the six (6) copies, one (1) copy must be an original. Applications will not be forwarded to the review panel if the applicant fails to submit the required six (6) copies with Attachment B affixed to the outside of the envelope or package. E-mail, telephonic, telegraphic or facsimile submissions will not be accepted.**

### **Application Submission Date and Time**

Applications are due no later than 5:00 p.m., on Friday, March 7, 2008. All applications will be recorded upon receipt. **Applications submitted at or after 5:01 p.m., Friday, March 7, 2008, will not be forwarded to the review panel for funding consideration.** Any additions and/or deletions to an application will not be accepted after the 5:00 p.m. deadline on Friday, March 7, 2008. Applications must be ready for receipt by CFSA. The six (6) copies, including the original and five (5) copies, of the applications **must be** delivered to the following location:

Catherine Higgins, Interim Agency Chief Contracting Officer  
Contracts and Procurement Administration  
Government of the District of Columbia  
Child and Family Services Agency  
955 L'Enfant Plaza, SW, North Building, Suite 5200  
Washington, DC 20024

### **Mail Courier/Messenger Delivery**

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the 5:00 p.m., deadline on Friday, March 7, 2008 at the above location. Applications arriving via messenger/courier services after the posted deadline of 5:00 p.m., Friday, March 7, 2008 **will not be forwarded to the review panel by CFSA.**

**CFSA will not be responsible for delays in the delivery of application packages to its office.**

### **SECTION III: PROGRAM AND ADMINISTRATIVE REQUIREMENTS**

#### **Use of Funds**

Grant funds shall only be used to support activities as outlined in the Program Scope of this RFA, and may not be used for direct financial assistance to clients and their families. Funds shall support activities for up to twenty-four (24) months.

#### **Grant Agreement**

Applicant shall be required to sign a Grant Agreement prior to funds being awarded. A Grant Agreement must be finalized within fourteen (14) business days of notification of intent to award grant funds.

### **SECTION IV: GENERAL PROVISIONS**

#### **Insurance**

The applicant, when requested, must show proof of all insurance coverage required by law and grant agreement at the time of application. The applicant shall maintain general liability insurance, consistent with District law.

#### **Audits**

At any time or times within the next twenty-four (24) months, the District may request the successful applicant's expenditure statements, source documentation, and other financial records audited.

#### **Nondiscrimination in the Delivery of Services**

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving these Birth Parent Advocate Project grant funds.

## **SECTION V: PROGRAM SCOPE**

### **Program Description**

The D.C. Child and Family Services Agency (CFSA) investigates reports of child abuse and neglect, and provides child protection. Services include foster care, adoption, and supportive community-based services to enhance the safety, permanence, and well-being of abused, neglected, and at-risk children and their families in the District of Columbia. We seek to achieve the highest quality of community-based services, to increase the number of families who receive community-based preventive and support services, and to expand the network of resources providing services to at-risk children and their families.

As of December 31, 2007, a total of 486 children in care had reunification as their permanency goal. In an attempt to reduce the length of stay for children in out-of-home care, and to increase early engagement with birth parents around planning for their child, we envision the development of a network of individualized and culturally specific interventions designed to support birth parents who may be struggling with multiple risk factors associated with child abuse and neglect. Offering birth parents and families immediate options and easy access to supportive services may, over time, contribute to a reduction in the incidence of reports of child abuse and neglect, particularly among populations that traditionally have not been able to access services to meet their needs.

To date, a number of strategies have been explored, including programs already implemented in other jurisdictions to improve the collaborative relationship between birth families and foster parents, and to expedite birth family reunification using birth parent advocates. Programs include both out-of-home and home-based services, and range from empowerment of birth parents in order to influence child welfare policy, mentoring programs that seek to improve the rate and frequency of birth family reunification, parent support groups focused on families who are reunifying, mediation services and prevention efforts to stabilize families where there is imminent risk of the child entering foster care.

CFSA proposes to use funds to create a Birth Parent Advocate Project (BPAP) in the District of Columbia. The BPAP embraces the philosophy that intensive and structured parent-focused services and supports can assist birth parents and families in case planning, self-advocacy and successfully reunifying with their children. The target population for the Birth Parent Advocate Project includes families who may have varying degrees of psychiatric, psychological, emotional and behavioral issues. The program utilizes promising practices to ensure intensive and effective individual hands-on work with birth parents and families over an extended period of time.

The Agency will competitively award one grant to an organization who meets the program needs of CFSA, and who demonstrates commitment to implementing the program measures as long as grant funds continue to be available. CFSA will seek out innovative and evidence-based approaches, recognizing that the use of a variety of models will expand the population who can access services. We are interested in organizations that can provide services in a variety of ways

(for example, home-based), that are targeted, and programs that differ in their intensity. Applicants must ensure consistency and confidentiality for birth families and demonstrate sensitivity to the special needs of those receiving services. CFSA has initially targeted a minimum of 15 families to be served during the first year of the grant, and a minimum of 25 families during the second year. The goal of the Birth Parent Advocate Project is to support birth parents and families in navigating the court and child welfare systems as they prepare to reunify with their child(ren). For the purpose of this initiative, the families receiving services will be monitored to determine whether the services provided have an impact on length of stay in foster care, rates of reunification, the re-occurrence of child maltreatment and/or placement disruptions.

Our hope is that the birth parents and families who utilize these services will gain the skills and supports they need to maintain safe and stable environments for themselves and their children.

### **Program Objectives**

During the grant period, CFSA and the Grantee shall jointly engage in a programmatic evaluation to determine the impact of the BPAP. The short-term outcome of the Birth Parent Advocate Project is to engage and support birth parents to navigate the child welfare and court systems, and to expedite reunification with their child. CFSA and the Grantee shall jointly identify indicators to measure desired long-term outcomes over time. Such outcomes may include:

1. Absence of child maltreatment/involvement with CFSA post-reunification.
2. Increase in child and parental protective factors post-reunification.
3. Satisfaction of birth parents with BPAP services and improved perception of the child welfare and court systems.
4. Enhanced ability of birth parents to self-advocate and problem solve, including:
  - Increased communication and collaboration with social workers, foster parents and other providers.
  - Expanded network of social support.
  - Increase in developmentally and age appropriate parenting skills.

### **Applicant Responsibilities**

In its proposal, the Applicant must demonstrate the ability to provide Birth Parent Advocate Project services tailored to the target population. In meeting those ends, the Applicant must meet, at a minimum, the following requirements:

1. The Applicant's program must be designed to meet the capacity requirements as outlined in the Program Scope.
2. Nothing in this RFA should conflict with any existing agreement between Applicant and

the District of Columbia Child and Family Services Agency. Further, nothing in this RFA relieves Applicant of any agreement or obligations with CFSA (see p. 8).

The successful applicant must also:

1. Complete three (3) hours of orientation provided by CFSA, which includes:
  - background on the population of children served by CFSA;
  - elements of child abuse and neglect;
  - the laws surrounding confidentiality and privacy;
  - written materials summarizing the training.
2. Comply with the administrative, reporting and evaluation requirements of a grant agreement.
3. Abide by the confidentiality laws of the District.
4. Report suspected child abuse and neglect to 202-671-SAFE (CFSA's Hotline).
5. Show and maintain proof of insurance that meets the requirements set forth herein.

### **Confidentiality of Records**

Information concerning referred families is strictly confidential and shall not be divulged to unauthorized persons. The Applicant must demonstrate an ability to maintain the confidentiality of a family's information and to report the information specified below to CFSA. Specifically, the Applicant must agree to and to abide by the following conditions:

- Whoever willfully discloses, receives, makes use of, or knowingly permits the use of information concerning a child or other person shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$250.00 or imprisoned for not more than 90 days, or both (D.C. Law 16-2363).
- All project staff, prior to engaging in work with CFSA and referral families, shall sign a confidentiality statement. Prior to service initiation, the Applicant entity shall submit a signed confidentiality statement, for each current staff person who will be working on the Birth Parent Advocate Project Grant.

### **Staff Requirements**

The Applicant shall retain and maintain documentation that its staff, including volunteers, possess adequate training and competence to perform the duties to which they have been assigned.

The Applicant shall maintain a complete written job description covering any positions funded in whole or in part through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, and/or licensing/certification criteria, a description of duties and responsibilities, hours of work, salary range and/or stipend allowance, and performance evaluation criteria. If hiring staff for this grant project, the Applicant shall obtain written documentation of work experience and

personal references.

The Applicant shall maintain an individual personnel file for any project staff member which will contain the application for employment, references, applicable credentials/certifications, documentation of all training received, notation of any allegations of professional or other misconduct, applicant's action with respect to the allegations and the date and reason if terminated from employment or the grant program. All of these personnel materials shall be made available to the Grants Monitor upon request.

The Applicant shall ensure that all employees, volunteers, consultants and sub-contractors have been cleared through the Child Protection Registry and the Police Department of the jurisdiction(s) in which the staff member or volunteer resided during the five years prior to employment under this grant, as well as cleared through the District of Columbia Metropolitan Police Department, and the jurisdiction in which they will be providing services.

### **Training**

The Applicant will be responsible for ensuring staff training and development policy and procedures are, at minimum, in compliance with licensure regulations and CFSA guidelines. The Applicant shall ensure training to program staff and volunteers on relevant child welfare topics, the provision of community-based services, and on topics relevant to engaging non-custodial fathers, engaging birth parents and families, family-focused services, partnerships between foster and birth parents, teaming with social workers and other members of the service team, conflict resolution and parent-child interaction.

### **Performance Standards and Quality Assurance**

The Applicant shall monitor and evaluate all program activities. At a minimum, a semi-annual program evaluation shall include a review of the appropriateness, quality and timeliness of each service, as well as achievement of program objectives.

The Applicant shall be responsible for specific documentation of services provided to the birth parents and families, and updates on both progress as well as any issues which may arise. The Applicant shall involve the birth families in the development of project evaluations with CFSA. When feasible, grant activities shall reflect concerns and suggestions offered by the birth families.

### **Reports**

The Applicant shall submit a report to the Grant Monitor by the 10th day after the end of each quarter (December 31, March 31, June 30, September 30) of service regarding status of the funds expended, in addition to aggregate data on families served. At minimum, the reports shall include:

- Total number of referrals from CFSA

- Number of ineligible referrals, including reason for ineligibility.
- Number of families partnered with a Parent Advocate at the initial FTM.
- Number of families receiving services, including number of non-custodial parents accessing services
- Demographics of the population served.
- Potential challenges or barriers and recommendations for improvement.
- Overall rate of client participation.

CFSA reserves the right to review the case files, upon reasonable notice. The Applicant shall submit to the Grant Monitor at CFSA a final program report no later than the 30th day after expiration of the Grant Agreement, summarizing all service delivery data, accomplishments, issues and recommendations.

## **Records**

The Applicant shall keep accurate records of activities of the project. When delivering services, the Applicant must maintain records reflecting initial and periodic assessments, if appropriate; initial and periodic service plans; and the ongoing progress of activities.

The Applicant shall provide the Grant Monitor and other authorized representatives of CFSA and the District Government, access to project and financial records as may be requested for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by appropriate program staff. The Applicant shall retain records for at least three (3) years following final closeout of the grant. The Applicant shall in its application demonstrate an ability to ensure the confidentiality and security of records.

## **Monitoring**

CFSA shall monitor and evaluate the performance of the Applicant according to the scope of work and related service delivery standards set forth in the Grant Agreement. The Grant Monitor or his/her designee will make periodic scheduled meetings with the Applicant to discuss the scope of work in relation to the services rendered to the target populations, and the relative success thereof.



## **SECTION VI: REVIEW AND SCORING OF APPLICATIONS**

### **Review Panel**

All grant applications will be reviewed by a panel. The review panel will be composed of qualified professionals who have been selected for their expertise and knowledge in the child welfare system, and the needs of the populations specific to this RFA. The review panel will review, score and rank each proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. The Director of CFSA shall make the final funding determination(s).

### **Scoring Criteria**

Submissions will be objectively reviewed against the following specific scoring criteria.

#### **Criterion A: Theoretical and Technical Soundness of the Proposal (Total 55 Points)**

1. The proposal clearly lays out how the target population will be served, how the grant monies will be spent, and the measures which will be put in place to monitor program objectives. **(20 Points)**
2. The proposed activities and work plan appear likely to result in the accomplishment of project objectives and proposed outcomes consistent with requirements presented in the Program Scope. **(10 Points)**
3. The application clearly incorporates evidence-based models or promising practices into the proposed structure for the Birth Parent Advocate Project, as well as the curriculum to be utilized for the Parent Advocates, including the frequency and type of clinical supervision, and group/peer support that will be part of the Parent Advocate's required on-going training while they are providing services. **(15 Points)**
4. The application clearly identifies the process of partnering birth parents with Parent Advocates at the point of referral by CFSA (prior to the FTM), including the oversight to monitor the effectiveness and appropriateness of the partnership between individual birth parents and Parent Advocates. **(10 Points)**

#### **Criterion B: Organizational Capability and Relevant Experience (Total 45 Points)**

1. The Applicant provides documentation that the proposed program will be fully supported by their organization's management and/or governing body, and demonstrates that the BPAP is compatible with the mission of the organization. **(5 Points)**
2. The Applicant demonstrates the knowledge and experience relevant to the challenges facing birth families when a child is in out-of-home foster care; the need for early

engagement between birth and foster parents; specialized interventions to engage non-custodial parents; and collaboration with social workers. Where appropriate, the Applicant demonstrates partnership with other community-based organizations that may have expertise in providing services to the target population. **(15 Points)**

- The Applicant demonstrates competence in the provision of the services for which funding is requested and consistency with the values presented in the Program Scope.
- The Applicant has relevant experience with the target population.
- The Applicant has demonstrated understanding of and experience in advocating on behalf of families involved with the child welfare and court systems.

**3. Cultural competency and appropriateness of services proposed are demonstrated. (15 points)**

- The Applicant has identified and has demonstrated an understanding of issues affecting the target population (see p. 6).
- At least two (2) letters of support from community or advocacy groups are provided that detail the collaborative relationship with the Applicant, as well as the Applicant's ability to provide services to the target population.

**4. Capacity to administer the proposed program is demonstrated. (10 points)**

- The Applicant demonstrates the organizational capacity to deliver, monitor and administer the services.
- The Applicant demonstrates the capacity to deliver services in the natural environment of the target population.

**Criterion C: Sound Fiscal Management and Reasonable Budget (Total 12 Points)**

- 1. The Applicant provides evidence of sound fiscal management and financial stability and documents the availability of sufficient resources other than the grant funds to support the organization. (6 Points)**
- 2. The Applicant demonstrates that the proposed budget is reasonable, realistic, and consistent with the limitations in this RFA and will achieve project objectives. The budget should also reflect the administrative costs, and the number of families expected to receive services as a result of this grant. (6 points)**

**Decision on Awards**

The recommendations of the review panel are advisory only and are not binding on the Director of CFSA. The final decision on awards is vested solely with the Director of CFSA. After reviewing the recommendations of the review panel and any other information considered relevant, the Director of CFSA, or her designee, shall decide which applicant to award funds to and the amount(s) to be funded. The award may reflect overall numbers, or

be target population specific.

## **SECTION VII: APPLICATION FORMAT**

Applicants are required to follow the format below and each proposal must contain the following information:

- ☐ Applicant Profile (See Attachment A)
- ☐ Table of Contents (Not counted in page total,)
- ☐ Application Summary (Not to exceed 2 pages)
- ☐ Project Narrative (Not to exceed 10 pages)
- ☐ Organization, Experience and Qualifications of Applicant (Not to exceed 2 pages)
- ☐ Staffing Plan (Not counted in page total, See Attachment C)
- ☐ Program Budget & Budget Narrative (Not counted in page total, See Attachment D)
- ☐ Appendices (Resumes, Organization Chart, Position Descriptions) (Not counted in page total)

The number of pages designated for each section is a recommendation. Applicants should feel free to submit fewer pages than recommended for that section.

**Proposal must be double-spaced pages on 8<sup>1</sup>/<sub>2</sub> by 11-inch paper and pages should be numbered. The review panel shall not review applications that do not conform to these requirements.**

### **Description of Application Sections**

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

#### **Applicant Profile**

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. **See Attachment A.**

#### **Table of Contents**

The Table of Contents should list major sections of the application with quick reference page indexing.

## **Application Summary**

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

## **Project Narrative**

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

1. Understanding needs of target population(s) to be served;
2. Program objectives for the RFA;
3. Specific service/programs to be provided;
4. Identification of evidence-based approaches or promising practices;
5. Work plan for activities;
6. Number of clients to be served over grant period;
7. Understanding of demographics of population being served;
8. Extent to which access barriers for the target population will be addressed;
9. How funds will be distributed consistent with the grant and monetary expenditures; and
10. Quality assurance mechanisms.

## **Organization, Experience and Qualifications of Applicant**

The Applicant must provide detailed information on the qualifications and experience of the project staff to demonstrate the organization's capability to provide the services described in the RFA. The Applicant must list the key personnel who will be assigned to the proposed project and state the percentage of time each will devote to the project in total.

## **Program Budget and Budget Narrative**

Standard budget forms are provided in Attachment D. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct and indirect costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

## **Appendices**

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may, but are not required to, include are:

- Audited financial statement;
- Indication of nonprofit corporation status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;

- Organizational budget (as opposed to project budget);
- Letters of support or endorsements;
- Staff resumes; and
- Planned job descriptions.

**SECTION VIII: LIST OF ATTACHMENTS**

**Attachment A:** Applicant Profile  
**Attachment B:** Original Receipt  
**Attachment C:** Staffing Plan  
**Attachment D:** Budget

**ATTACHMENT A**

**APPLICANT PROFILE**

**Birth Parent Advocate Project Grant (RFA): CFSA-08-RFA-0001**

**Applicant/Organization Name:**

**Type of Entity:** For-Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_ Other \_\_\_\_\_

**Contact Person:**

**Office Address:**

Executive/Director/President

Date

**Phone/Fax: Website**

**URL:**

**Total Number To Be Served By Project:** \_\_\_\_\_

**Total Funds Requested:**

**Program Description:**

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**Authorized Signature:** The person signing below, who is an executive officer, is authorized by the Applicant to submit this application and has the legal authority to bind the Applicant to the expressed and inferred agreements herein.

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**ATTACHMENT B**

**ORIGINAL RECEIPT**

Child and Family Services Agency  
Contracts and Procurement Administration  
955 L'Enfant Plaza, SW Building, Suite 5200  
Washington, DC 20024  
ATTN: Catherine Higgins

**Birth Parent Advocate Project Grant (RFA): CFSA-08-RFA-0001**

CHILD AND FAMILY SERVICES IS IN RECEIPT OF AN APPLICATION FROM:

(Contact Name/Please Print Clearly)  
(Organization Name)  
(Address, City, State, Zip Code)  
(Phone/Fax)  
(Program Area)  
(Amount Requested)

CFSA USE ONLY

(1) ORIGINAL APPLICATION and (5) COPIES.

RECEIVED ON THIS DATE        /        /2008  
Please Indicate Time:

Received by: \_\_\_\_\_

**APPLICATIONS RECEIVED AFTER 5:00 PM ON FRIDAY, MARCH 7, 2008 WILL  
NOT BE FORWARDED TO THE REVIEW PANEL**

**ATTACHMENT C**

Staffing Plan: including name, position, and salary

Director Signature: \_\_\_\_\_ Date:



## **ATTACHMENT D BUDGET**

**Agency:**

**Date of Submission:**

Project Manager:

**Budget:**

Telephone #:

<b>Personnel</b>	
<b>Fringe Benefits</b>	
<b>Travel</b>	
<b>Supplies</b>	
<b>Other</b>	
<b>Indirect/overhead</b>	
<b>TOTAL</b>	